

Starting Basic Allowance for Housing (BAH)

Overview

Introduction This guide provides the procedures for starting different types of BAH rows in Direct Access.

BAH for Reservists Whenever processing Reserve Orders, ensure the correct BAH Qtr Status is started based on the type and duration of orders.

When Reserve orders end, the Reservist's pay group is changed from USCG (Active Duty) back to USCG RSV (Reserve). The BAH row will remain Active, but will not pay until the member is back on Active Duty orders. Make sure the member is receiving the correct BAH entitlement every time they start new Active Duty orders.

BAH change for Divorce/Death of Spouse and Annulments The BAH entitlement at the with dependent rate stops at 2400 on the date of divorce/date of the spouse's death if the member's spouse was the sole BAH eligible dependent (no other dependents). In these instances, add a new BAH row for BAH without dependents using the day **AFTER** the date of divorce/date of death of the spouse as the effective date.

For annulments, add a new BAH row for BAH without dependents using the date of the annulment decree as the effective date.


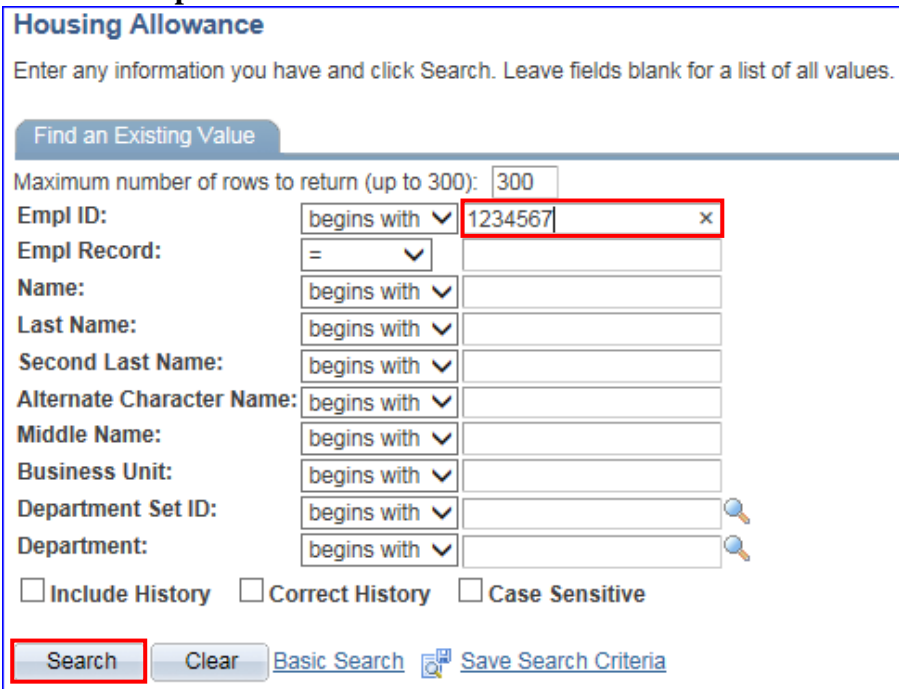
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Starting New BAH

Introduction This guide provides the procedures for starting a new BAH row in Direct Access.

Procedures See below.

Step	Action
1	<p>Select Housing Allowance from the Active & Reserve Pay Shortcuts pagelet.</p> 
2	<p>Enter the Empl ID and hit Search.</p> 

Continued on next page

Starting New BAH, Continued

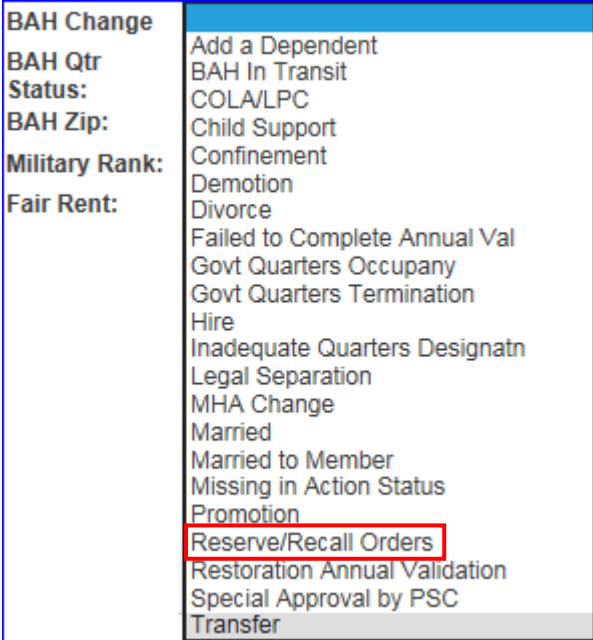
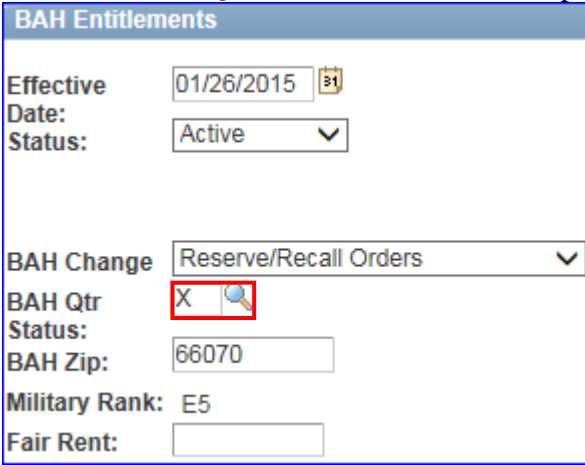
Procedures,
continued

Step	Action																						
3	<p>The member's current BAH information (blank) will display.</p> <div><div><div>BAH</div><div>OHA</div><div>FSH</div><div>MIHA</div></div><div><div>Captain America</div><div>EMP</div><div>ID: 1234567</div><div>Empl Record: 0</div></div><div><div>BAH Entitlements</div><div>Find View All First 1 of 1 Last</div><div><div>Effective Date: 01/12/2015</div><div>Status: Active</div><div>Approved: <input type="checkbox"/></div><div>Approver:</div><div>Approved at:</div><div>BAH Change</div><div>BAH Qtr</div><div>BAH Status:</div><div>BAH Zip: 66070</div><div>Military Rank: E5</div><div>Fair Rent:</div><div><input type="checkbox"/> Grand Fathered</div><div>Description:</div><div>BAH Type:</div><div>BAH Rate: 0.0000</div><div>BAH Entitle: 0.0000</div></div><div><div>BAH Dependent Beneficiaries</div><div>Customize Find 1 of 1 Last</div><div><div>Dependent Information</div><div>Termination Information</div><div><table><thead><tr><th></th><th>*Dep/Ben</th><th>Name</th><th>Relation</th><th>Birth</th><th>BAH Elig</th><th>In A Service</th><th>50% Supp</th><th>Last Approval</th><th></th><th></th></tr></thead><tbody><tr><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td><td><input type="checkbox"/></td><td></td><td></td><td></td></tr></tbody></table></div></div></div></div></div>		*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval			1							<input type="checkbox"/>			
	*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval															
1							<input type="checkbox"/>																
4	<p>Enter the Effective Date (defaults to current date) and ensure the Status reads Active (Inactive means the member is not currently receiving pay). For Reserve members on Active Duty, the effective date is the same as the Reserve Orders begin date.</p> <div><div><div>BAH Entitlements</div><div><div>Effective Date: 01/26/2015</div><div>Status: Active</div><div>BAH Change</div><div>BAH Qtr</div><div>BAH Status:</div><div>BAH Zip: 66070</div><div>Military Rank: E5</div><div>Fair Rent:</div></div></div></div>																						

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Starting New BAH, Continued

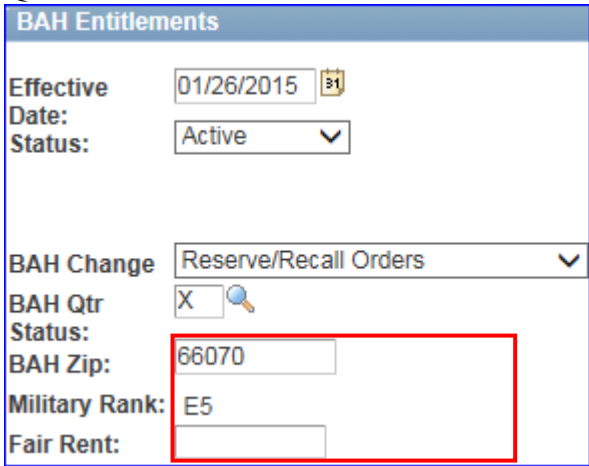
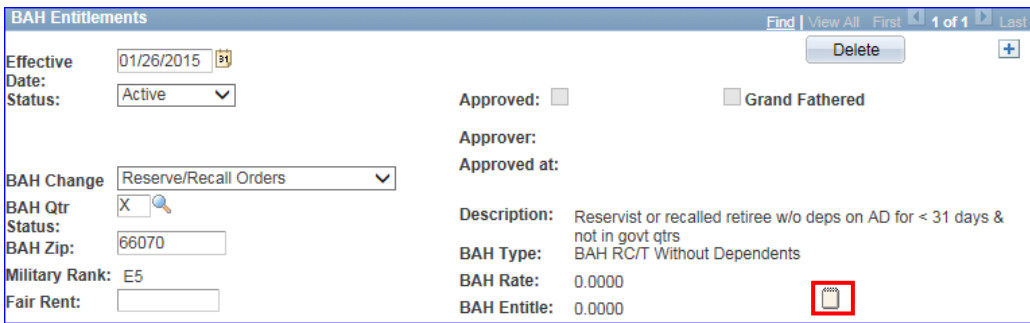
Procedures,
continued

Step	Action
5	<p>Select the appropriate reason for the BAH Change, using the drop-down.</p>  <p>BAH Change</p> <p>BAH Qtr Status:</p> <p>BAH Zip:</p> <p>Military Rank:</p> <p>Fair Rent:</p> <p>Add a Dependent</p> <p>BAH In Transit</p> <p>COLA/LPC</p> <p>Child Support</p> <p>Confinement</p> <p>Demotion</p> <p>Divorce</p> <p>Failed to Complete Annual Val</p> <p>Govt Quarters Occupany</p> <p>Govt Quarters Termination</p> <p>Hire</p> <p>Inadequate Quarters Designatn</p> <p>Legal Separation</p> <p>MHA Change</p> <p>Married</p> <p>Married to Member</p> <p>Missing in Action Status</p> <p>Promotion</p> <p>Reserve/Recall Orders</p> <p>Restoration Annual Validation</p> <p>Special Approval by PSC</p> <p>Transfer</p>
6	<p>Enter the BAH Qtr Status or use the lookup to select the appropriate option.</p>  <p>BAH Entitlements</p> <p>Effective Date: 01/26/2015</p> <p>Status: Active</p> <p>BAH Change: Reserve/Recall Orders</p> <p>BAH Qtr Status: X</p> <p>BAH Zip: 66070</p> <p>Military Rank: E5</p> <p>Fair Rent:</p>

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Starting New BAH, Continued

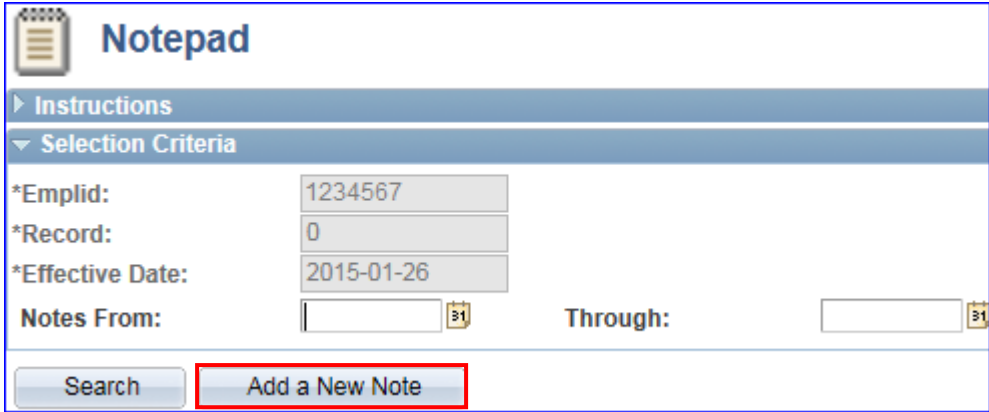
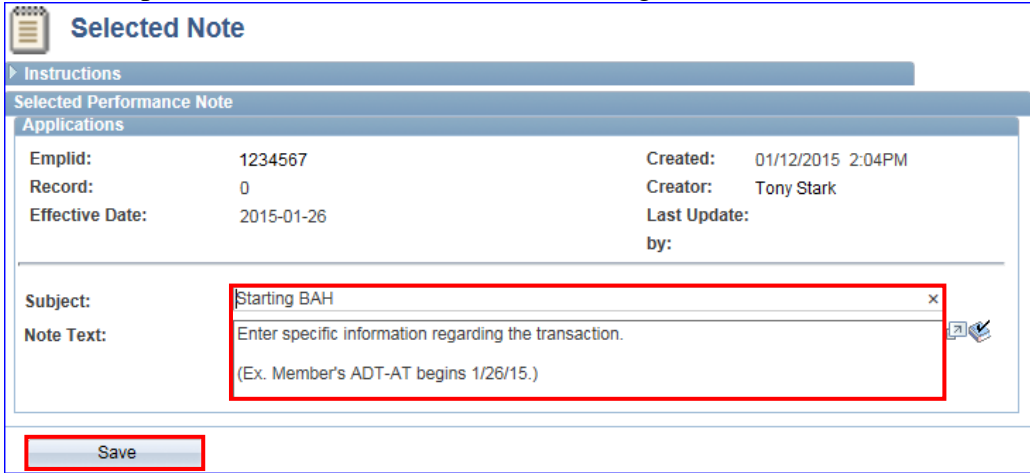
Procedures,
continued

Step	Action
7	<p>The BAH Zip will default to the current permanent duty station for Active Duty members or the Home address for Reserve members. If the default is incorrect, enter the correct BAH Zip. The Military Rank will default to the member's current rank. The Fair Rent field is only used for Inadequate Quarters.</p>  <p>BAH Entitlements</p> <p>Effective Date: 01/26/2015 </p> <p>Status: Active </p> <p>BAH Change: Reserve/Recall Orders </p> <p>BAH Qtr Status: X </p> <p>BAH Zip: 66070</p> <p>Military Rank: E5</p> <p>Fair Rent: <input type="text"/></p>
8	<p>Click on the Notepad (opens in a new window) to add specific comments for the auditor of this transaction.</p>  <p>BAH Entitlements Find View All First 1 of 1 Last</p> <p>Effective Date: 01/26/2015 </p> <p>Status: Active </p> <p>BAH Change: Reserve/Recall Orders </p> <p>BAH Qtr Status: X </p> <p>BAH Zip: 66070</p> <p>Military Rank: E5</p> <p>Fair Rent: <input type="text"/></p> <p>Approved: <input type="checkbox"/> Grand Fathered <input type="checkbox"/></p> <p>Approver:</p> <p>Approved at:</p> <p>Description: Reservist or recalled retiree w/o deps on AD for < 31 days & not in govt qtrs BAH RC/T Without Dependents</p> <p>BAH Type: BAH RC/T Without Dependents</p> <p>BAH Rate: 0.0000</p> <p>BAH Entitle: 0.0000 </p>

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Starting New BAH, Continued

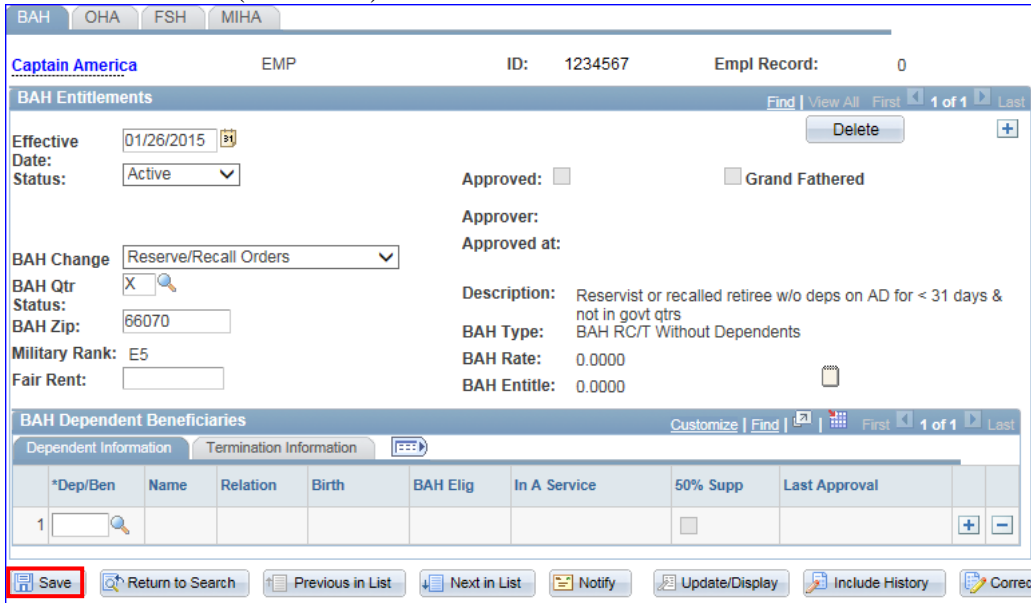
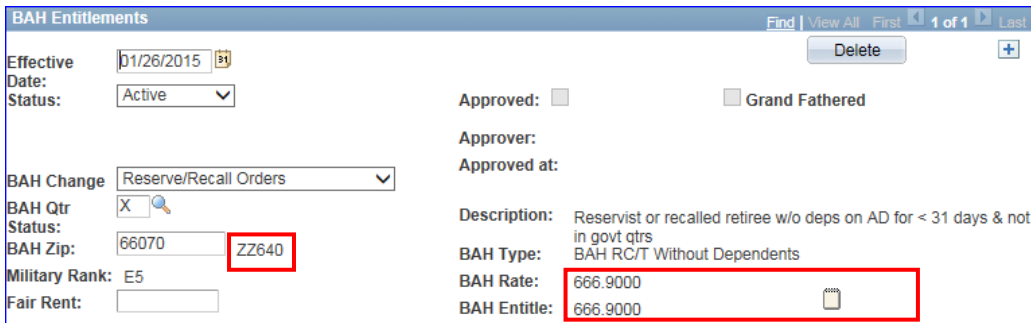
Procedures,
continued

Step	Action
9	<p>Click Add a New Note.</p>  <p>The screenshot shows a 'Notepad' window with a 'Selection Criteria' section. It contains fields for *Emplid (1234567), *Record (0), and *Effective Date (2015-01-26). Below these are 'Notes From' and 'Through' date pickers. At the bottom, the 'Add a New Note' button is highlighted with a red rectangular box.</p>
10	<p>Enter the specific information for this BAH Change and then click Save.</p>  <p>The screenshot shows a 'Selected Note' window. It displays a table with fields: Emplid (1234567), Record (0), Effective Date (2015-01-26), Created (01/12/2015 2:04PM), Creator (Tony Stark), and Last Update (by:). Below the table is a 'Subject' field with the text 'Starting BAH' and a 'Note Text' field with the text 'Enter specific information regarding the transaction. (Ex. Member's ADT-AT begins 1/26/15.)'. The 'Save' button at the bottom is highlighted with a red rectangular box.</p>

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Starting New BAH, Continued


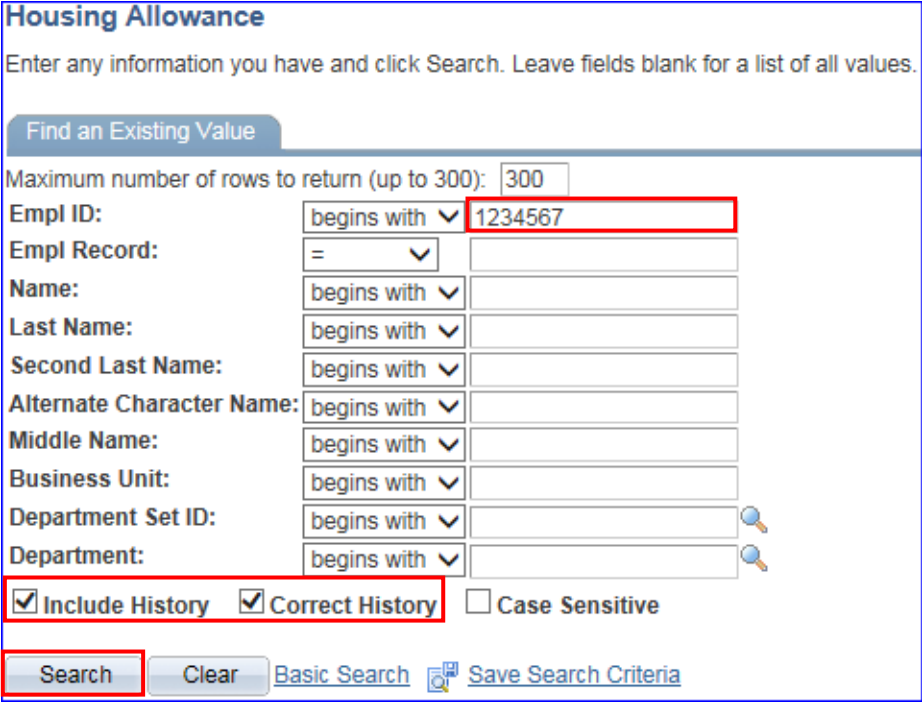
Procedures, continued

Step	Action
11	<p>Return to the Housing Allowance page and click the Save button. The transaction will be routed to all of the SPO Auditors in the same Dept ID of the HRS User's SPO (SPO Tree).</p>  <p>The screenshot shows the 'BAH Entitlements' form for 'Captain America' (EMP ID: 1234567). The 'Effective Date' is 01/26/2015, 'Status' is Active, and 'BAH Change' is Reserve/Recall Orders. The 'BAH Rate' is 0.0000 and 'BAH Entitle' is 0.0000. The 'Save' button is highlighted with a red box.</p>
12	<p>Once saved, the new MHA, BAH Rate and BAH Entitlement will display. It will also auto-generate a BAH Calculation note in the Notepad for additional review.</p>  <p>The screenshot shows the 'BAH Entitlements' form after saving. The 'BAH Rate' is now 666.9000 and 'BAH Entitle' is 666.9000, both highlighted with red boxes. The 'BAH Zip' is 66070 and 'BAH Entitle' is 666.9000.</p>
13	Click the Home link to return to the home page.

Starting BAH after PCS

Introduction This guide provides the procedures for starting BAH after the PCS Reporting Endorsement has been approved.

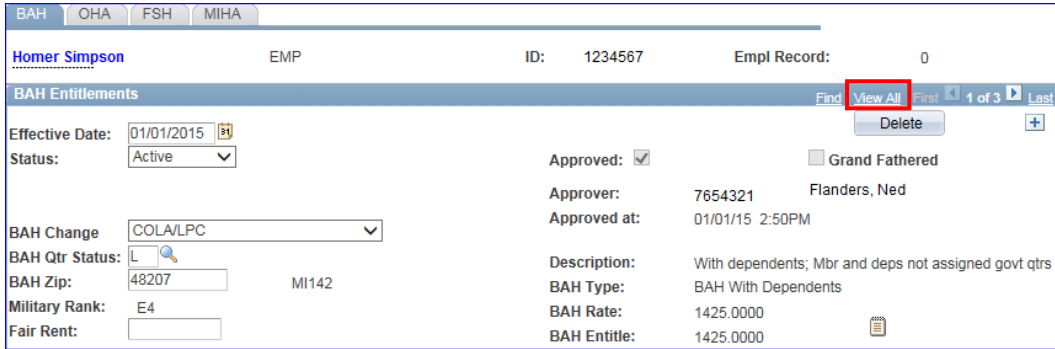
Procedures See below.

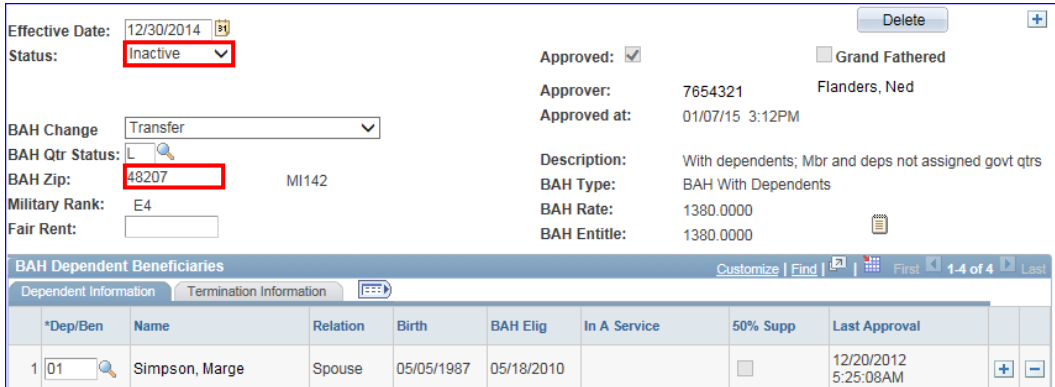
Step	Action
1	<p>Select Housing Allowance from the Active & Reserve Pay Shortcuts pagelet.</p> 
2	<p>Enter the Empl ID, check the Include History and Correct History boxes, and then hit Search.</p> 

Continued on next page

Starting BAH after PCS, Continued

Procedures, continued

Step	Action
3	<p>The member's most recent BAH row will display. Click View All to see all of the BAH rows.</p>  <p>BAH Entitlements</p> <p>Effective Date: 01/01/2015 Status: Active BAH Change: COLA/LPC BAH Qtr Status: L BAH Zip: 48207 Military Rank: E4 Fair Rent: Approved: <input checked="" type="checkbox"/> Approver: 7654321 Approved at: 01/01/15 2:50PM Description: With dependents; Mbr and deps not assigned govt qtrs BAH Type: BAH With Dependents BAH Rate: 1425.0000 BAH Entitle: 1425.0000</p>

4	<p>Scroll down to the row with the same effective date as the Reporting Endorsement.</p>  <p>Effective Date: 12/30/2014 Status: Inactive BAH Change: Transfer BAH Qtr Status: L BAH Zip: 48207 Military Rank: E4 Fair Rent: Approved: <input checked="" type="checkbox"/> Approver: 7654321 Approved at: 01/07/15 3:12PM Description: With dependents; Mbr and deps not assigned govt qtrs BAH Type: BAH With Dependents BAH Rate: 1380.0000 BAH Entitle: 1380.0000</p> <p>BAH Dependent Beneficiaries</p> <table> <tr> <th>*Dep/Ben</th><th>Name</th><th>Relation</th><th>Birth</th><th>BAH Elig</th><th>In A Service</th><th>50% Supp</th><th>Last Approval</th></tr> <tr> <td>1 01</td><td>Simpson, Marge</td><td>Spouse</td><td>05/05/1987</td><td>05/18/2010</td><td></td><td><input type="checkbox"/></td><td>12/20/2012 5:25:08AM</td></tr> </table>	*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval	1 01	Simpson, Marge	Spouse	05/05/1987	05/18/2010		<input type="checkbox"/>	12/20/2012 5:25:08AM
*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval										
1 01	Simpson, Marge	Spouse	05/05/1987	05/18/2010		<input type="checkbox"/>	12/20/2012 5:25:08AM										

- Change the Status from Inactive to **Active**
- Update the **BAH Zip** with the new zip code
- Scroll down and click **Save**

Continued on next page

Starting BAH after PCS, Continued

Procedures, continued

Step

5

Action

The updated row will look like this. The transaction will be routed to all of the SPO Auditors in the same Dept ID of the HRS User’s SPO.

Effective Date: 12/30/2014

Status: Active

BAH Change Transfer

BAH Qtr Status: L

BAH Zip: 48080

Military Rank: E4

Fair Rent:

Approved: ☐

Approved at:

Description: With dependents; Mbr and deps not assigned govt qtrs

BAH Type: BAH With Dependents

BAH Rate: 1380.0000

BAH Entitle: 1380.0000

Grand Fathered ☐

BAH Dependent Beneficiaries

Dependent Information

Termination Information

	*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval	
1	01	Simpson, Marge	Spouse	05/05/1987	05/18/2010		<input type="checkbox"/>	12/20/2012 5:25:08AM	

Inserting a BAH row with an earlier effective date


Introduction

This guide provides the procedures for inserting a BAH row with an earlier effective date than the most current BAH row. This should be used when a member has a future dated row for a promotion, longevity, legislative pay change, etc and a BAH change occurs before that date.

In this example, a member changed from BAH without dependents to BAH with dependents on 12/29/14 (marriage) and just notified the SPO on 1/12/15. The Legislative Pay Change also occurred in this window on 1/1/15.

Procedures

See below.

Step	Action
1	<p>Select Housing Allowance from the Active & Reserve Pay Shortcuts pagelet.</p>  <p>The screenshot shows a window titled 'Active & Reserve Pay Shortcuts' with a list of links. The link 'Housing Allowance' is highlighted with a red rectangle. Other links include Direct Deposit, Voluntary Deductions, Maintain Tax Data USA, Cost of Living Allowance, MGIB Enrollments, View Active Duty Payslips, Proxy Member for eResume, Job Data, Add a Person, Proxy - Submit Absence Request, SGLI + FSGLI, Accrue Pay, Dependent Information, ACIP, Sea Time Balances, Hire Applicant, Add Employment Instance, and Modify a Person.</p>

Continued on next page

Inserting a BAH row with an earlier effective date, Continued

Procedures,
continued

Step

Action

2

Enter the **Empl ID**, check the **Include History** and **Correct History** boxes, and then hit **Search**.

Housing Allowance

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Empl ID:

begins with

1234567

Empl Record:

=

Name:

begins with

Last Name:

begins with

Second Last Name:

begins with

Alternate Character Name:

begins with

Middle Name:

begins with

Business Unit:

begins with

Department Set ID:

begins with

Department:

begins with

☒ Include History

☒ Correct History

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

3

The member's most recent BAH row will display. Click the arrow to see the previous BAH row.

BAH OHA FSH MIHA

Beyonce Knowles EMP ID: 1234567 Empl Record: 0

BAH Entitlements Find | View All First 1 of 2 Last

Effective Date:

01/01/2015

Status:

Active

Approved:

☒

Grand Fathered

Approver:

7654321 Carter, Shawn

Approved at:

01/01/15 2:39PM

BAH Change:

COLA/LPC

BAH Qtr:

G

Status:

66683 KS105

Description:

W/O dependents; Mbr not in govt qtrs

Military Rank:

E6

BAH Type:

BAH Without Dependents

Fair Rent:

BAH Rate:

975.0000

BAH Entitle:

1080.0000

BAH Dependent Beneficiaries Customize | Find | First 1 of 1 Last

Dependent Information

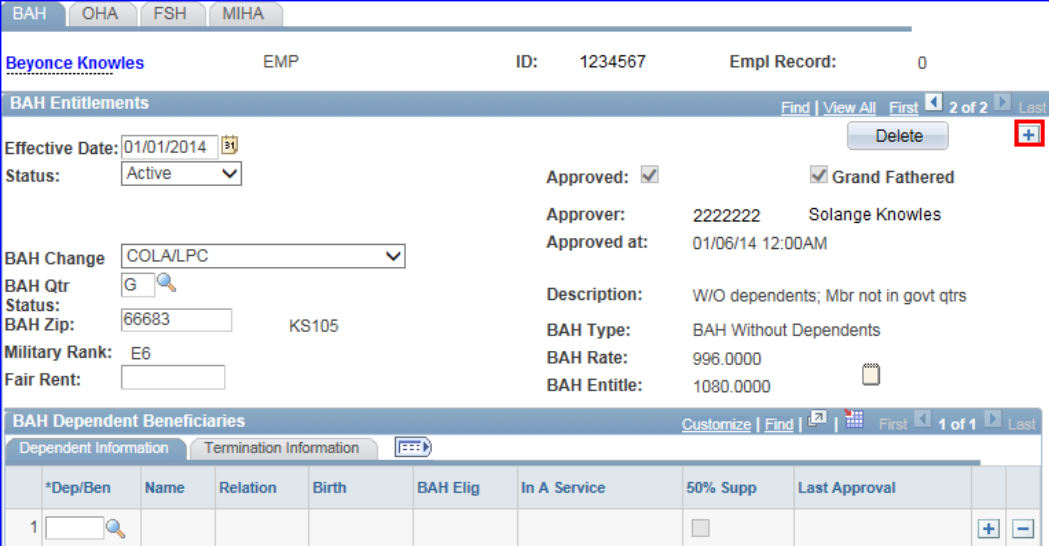
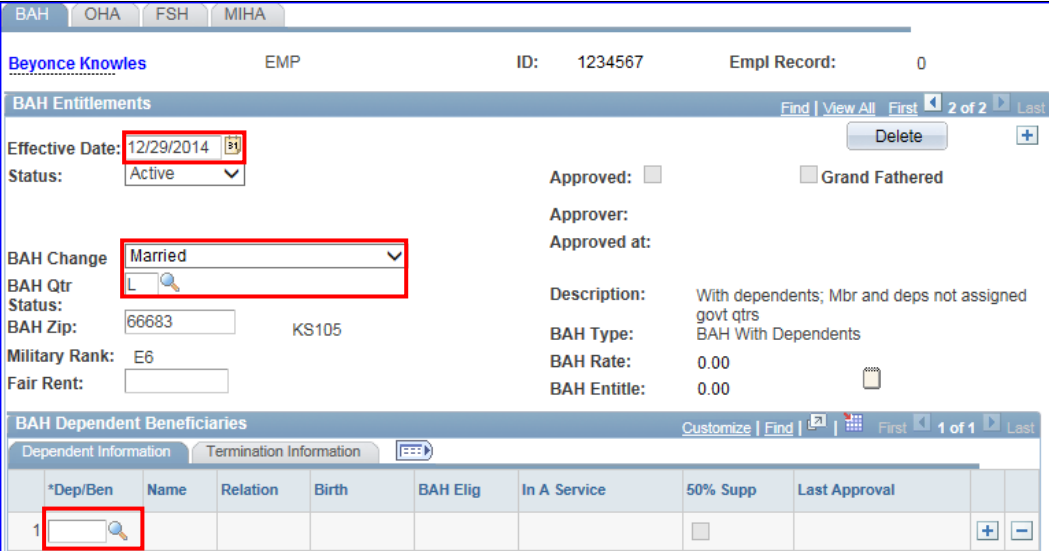
Termination Information

	*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval
1							<input type="checkbox"/>	

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Inserting a BAH row with an earlier effective date, Continued

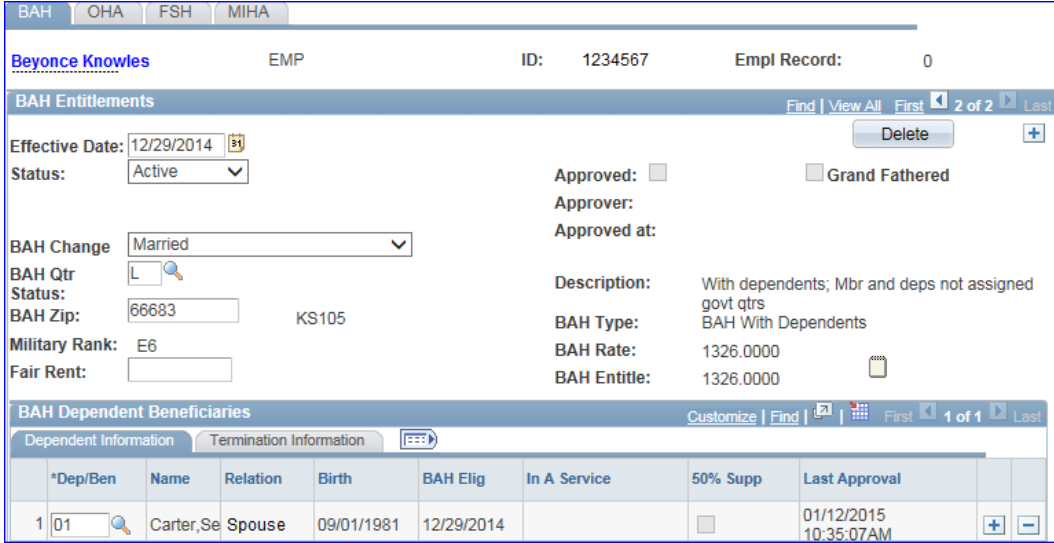
Procedures,
continued

Step	Action
4	<p>From this BAH row, click the Plus button.</p> 
5	 <ul style="list-style-type: none"> • Change the Effective Date to match the date of marriage • Update the reason for the BAH Change • Select the new BAH Qtr Status • Use the lookup to find the Dependent that was just added • Then scroll down and click Save

Continued on next page

Inserting a BAH row with an earlier effective date, Continued


Procedures,
continued

Step	Action
6	<p>Once saved, the screen will look like this. The transaction is now pending and will be routed to the SPO tree for approval.</p>  <p>The screenshot shows the 'BAH Entitlements' screen for 'Beyonce Knowles' (EMP ID: 1234567, Empl Record: 0). The 'Effective Date' is set to 12/29/2014, and the 'Status' is 'Active'. The 'BAH Change' is 'Married'. The 'BAH Qtr' is 'L', 'BAH Zip' is '66683', 'Military Rank' is 'E6', and 'Fair Rent' is empty. The 'BAH Type' is 'With dependents; Mbr and deps not assigned govt qtrs BAH With Dependents', 'BAH Rate' is '1326.0000', and 'BAH Entitle' is '1326.0000'. Below these fields is a table for 'BAH Dependent Beneficiaries' with one row for 'Carter, Se Spouse' (Birth: 09/01/1981, BAH Elig: 12/29/2014, Last Approval: 01/12/2015 10:35:07AM).</p>

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Inserting a BAH row with an earlier effective date, Continued

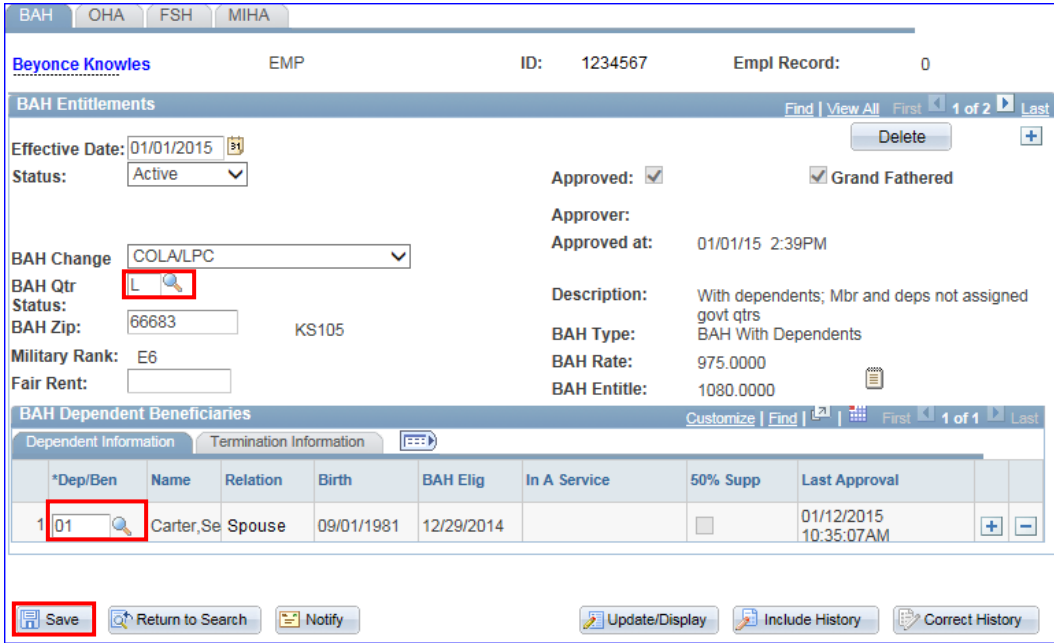
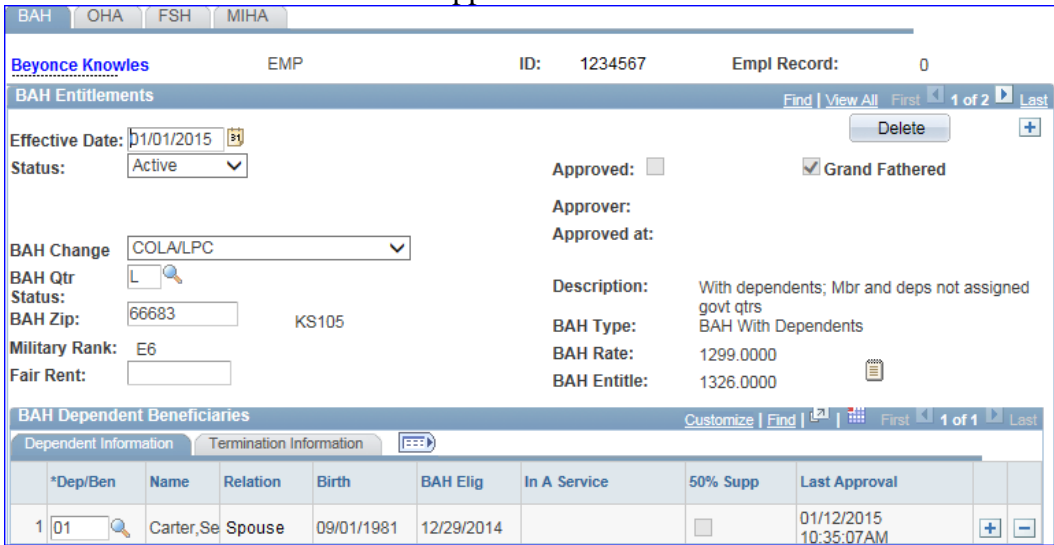
Procedures, continued

Step	Action
7	<p>Once approved, the 1/1/15 Legislative Pay Change BAH row must also be changed to reflect the change in BAH type.</p> <p>Enter the Empl ID, check the Include History and Correct History boxes, and then hit Search.</p> <div><p>Housing Allowance</p><p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p><p>Find an Existing Value</p><p>Maximum number of rows to return (up to 300): 300</p><p>Empl ID: begins with <input type="text" value="1234567"/></p><p>Empl Record: = <input type="text"/></p><p>Name: begins with <input type="text"/></p><p>Last Name: begins with <input type="text"/></p><p>Second Last Name: begins with <input type="text"/></p><p>Alternate Character Name: begins with <input type="text"/></p><p>Middle Name: begins with <input type="text"/></p><p>Business Unit: begins with <input type="text"/></p><p>Department Set ID: begins with <input type="text"/></p><p>Department: begins with <input type="text"/></p><p><input checked="" type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p><p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search  Save Search Criteria</p></div>

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Inserting a BAH row with an earlier effective date, Continued

Procedures,
continued

Step	Action
8	<p>Update the BAH Qtr Status, lookup and select the Dependent and then click Save.</p>  <p>The screenshot shows the BAH Entitlements form for Beyonce Knowles. The form includes fields for Effective Date (01/01/2015), Status (Active), BAH Change (COLA/LPC), BAH Qtr Status (L), BAH Zip (66683), Military Rank (E6), and Fair Rent. The BAH Dependent Beneficiaries table shows a dependent named Carter, Se Spouse. The Save button is highlighted with a red box.</p>
9	<p>Once saved, the screen will look like this. The transaction is now pending and will be routed to the SPO tree for approval.</p>  <p>The screenshot shows the BAH Entitlements form for Beyonce Knowles after saving. The form shows the same fields as the previous screenshot, but the BAH Qtr Status is now L. The BAH Dependent Beneficiaries table shows the same dependent. The Save button is no longer highlighted.</p>